

## **Pay and Allowances While Deployed**

### **General**

a. During deployment to the various sites, each detail will have its pay records maintained by the main body disbursing office. All personnel will be on DDS. The local PSD will be able to answer any general questions concerning pay procedures. Specific questions or pay action request will be forwarded via fax by the Det OIC to the Det Coordinator for action.

### **Entitlements**

**Each member of the detail is entitled to the following pay and allowances:**

a. **Base Pay** - Based on pay grade and time in service. The Det OIC will be provided with pay tables before deployment and following pay tables will be forwarded by the Det Coordinator upon receipt from the finance center.

b. **Basic Allowance for Quarters (BAQ)** - There are two types of Basic Allowance for Quarters: BAQ single and BAQ with dependents.

- **BAQ Single** - Members having command permission to live in civilian quarters vice base quarters are entitled to BAQ (S). Members receiving BAQ (S) while in homeport will continue to receive this entitlement on deployment. Members will lose entitlement if they vacate civilian type quarters before the deployment date, and do not maintain a civilian residence while deployed.
- **BAQ with Dependents** - Married members who have bona fide dependents as certified on the NAVPERS 1070/602 (Dependency Application/Record of Emergency Data) which is filed in the members service record, are entitled to Dependent BAQ. This is based on pay grade, and is not payable if the member is assigned to government quarters.

c. **Variable Housing Allowance (VHA)** - Paid to members entitled to BAQ to defray housing costs, if government quarters are not assigned or occupied. Anytime there is a change in rental amount or number of shares, (Shares are two government paid employees, i.e., military and civil service or military and military sharing the same dwelling) the member must recertify for entitlement by submitting a new VHA certificate to the Personnel/Admin Office. Member must recertify annually before deployment with Personnel/Admin to continue receiving VHA. Members who no longer maintain residences while deployed are not entitled to VHA. Single members drawing BAQ (D) for child support are not entitled to VHA (D), but could be entitled to VHA (S) if they have command permission to live in civilian quarters vice base quarters.

d. **Family Separation Allowances (FSA)** - Payable to officer and enlisted personnel for family separation of at least 31 days. After the 31st day requirement is met, entitlement begins from the date of deployment at \$2.50 per day and continues until arrival at the permanent duty station. Personnel who did not bring their dependents to the permanent duty station (Geographic Bachelors) are entitled to FSA while on deployment.

e. **Basic Allowance for Subsistence (BAS)** - Monthly food allowance paid to Officers.

f. **Basic Allowance for Clothing Maintenance** - A yearly allowance paid to enlisted members for uniform upkeep. The rate varies upon the member's time in service. The allowance is included in the end of the month payday of their anniversary of enlistment date. For example: member enlisted 15 December 1998, member would receive clothing allowance on every 31 December payday. Chief Petty Officers are paid on the last payday of the month of their anniversary of making chief.

g. **Foreign Duty Pay** - Payable to enlisted personnel assigned to certain areas outside of the 48 contiguous states. Areas are listed in the Department of Defense manual.

### **Per Diem**

a. Per diem will be paid to members by the main body Disbursing Office. Per diem

orders will be maintained by the Disbursing Office. Per diem is not payable for leave, hospitalization, periods of unauthorized absence, or other TAD travel. It is the responsibility of each OIC to ensure the disbursing office is made aware of all such changes in a members TAD status as soon as possible. Generally personnel will be entitled to \$3.50 per day for per diem while deployed, assuming government messing and quarters are available.

#### **Miscellaneous**

- a. The local Disbursing Office can answer questions as to pay and entitlements set forth in the DODPM. Questions on allotments and taxes can be handled by him as well.
- b. It is highly recommended that personnel who have already re-enlisted and are due annual SRB payments for the FY, which begins 01 October and ends 30 September, request accelerated SRB payments in homeport. Members can submit a request chit through their chain of command to the personnel Office. If Det personnel wait for their SRB anniversary date to be paid, they should let their OICs know at least two weeks in advance of the due date, the OIC can then notify the Det Coordinator of the event and Disbursing can then cut a check and have it delivered by the due date.
- c. Garnishment of wages - The Disbursing Officer will notify members of any garnishment of pay documents prior to pay deduction in order to resolve by the best method (i.e. cash payment, check payment, allotment deduction, or pay record checkage).
- d. Det Coordinator - Will work with Det OIC and the Disbursing Office in handling all incoming and outgoing pay and per diem matters including but not limited to:
  - DDS pay messages
  - Pay problems
  - Pay actions
  - Allotment starts, stops, changes
  - Direct Deposit starts or changes
  - Delivery of: pay, travel, or per diem checks, LES's, W2 forms for taxes
- e. Det OICs will be given various pay forms to effect pay updates, which can be filled out by the member and faxed to the Det Coordinator. These forms can be reproduced locally as the Disbursing Office transmits pay information to the Finance Center by modem.
- f. The Disbursing Office will cash government or personal checks as necessary. Other check cashing facilities can be used as well, like banks, clubs, NEX, etc.
- g. For further information please contact your Disbursing Office. It pays to save!